



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3128.10F
N2L
12 May 2003

OPNAV INSTRUCTION 3128.10F

From: Chief of Naval Operations

Subj: CLEARANCE PROCEDURES FOR VISITS TO UNITED STATES PORTS
BY FOREIGN NAVAL AND PUBLIC VESSELS

Ref: (a) OPNAVINST 5500.11E
(b) OPNAVINST 8020.14

Encl: (1) Standard Clearance Procedures for Visits of Foreign
Naval Vessels to United States Ports
(2) Clearance Procedures for Visits to United States Ports
by Foreign Naval Vessels from Countries with
Applicable Treaties or Special Agreements with the
United States
(3) Foreign Ship Visit Area Coordinators
(4) Department of State Note Verbale Template
(5) Chief of Naval Operations Naval Ship Visit Clearance
Request Format

1. Purpose. To issue procedures applicable to foreign governments in obtaining clearances to United States (U.S.) ports for foreign naval and public vessels, and to provide guidance to U.S. Navy commands in matters concerning these visits.

2. Cancellation. OPNAVINST 3128.10E.

3. Scope. This instruction sets forth port clearance procedures applicable to foreign naval vessels seeking entry to U.S. ports, and foreign public vessels seeking entry into U.S. Navy ports, with the following exceptions:

a. Foreign Naval Vessels Temporarily Under Operational Control of U.S. Navy. U.S. commanders exercising temporary operational control of foreign naval vessels shall arrange visits to U.S. ports, or U.S. territories, for those vessels utilizing the standard procedures for visits by U.S. Navy vessels. (See paragraph 8.) The port visit request must include coordination with Chief of Naval Operations (CNO) (N2L) and Department of State, Office of International Security Operations (PM/ISO), to ensure the responsibilities of paragraph 6 are met.

b. Foreign Naval Vessels Entering Naval Defensive Sea Areas, Areas under U.S. Naval Administration, and the Trust Territory of the Pacific Islands (Palau). This instruction is applicable to all foreign naval vessels seeking entry into U.S. ports within

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the areas listed above. In addition to U.S. Navy port visit authorization, port visit authorization is required by the host country. Examples include Midway Island, Guam and Diego Garcia. For the Trust Territory of the Pacific Islands (Palau), port visit authorization must also be obtained under the provisions set forth in reference (a).

c. Foreign Naval Vessels Carrying Cargo Ammunition. All foreign naval vessels, regardless of nationality, carrying cargo ammunition will submit port visit requests in accordance with this instruction (exceptions contained in paragraph 6 do not apply). In addition, they must comply with the same requirements applicable to USN cargo ammunition ships, as stated in reference (b).

d. Foreign Public Vessels Seeking Entry into Military U.S. Ports. Public vessels (foreign government-owned ships operating for non-commercial purposes) seeking visits to U.S. Navy ports shall submit port visit requests in accordance with paragraph 8 in this instruction. This instruction does not apply to public vessels seeking entry into non-military U.S. ports.

e. Requests by Foreign Vessels to Conduct Marine Data Collection in U.S. Waters. This instruction does not apply to requests from foreign vessels to conduct marine data collection in the U.S. territorial sea/Exclusive Economic Zone or on the U.S. Continental shelf. Such requests shall normally be forwarded to the Department of State. The Department of State shall notify CNO (N3/N5L) of all requests. CNO (N3/N5L) shall ensure all appropriate fleet commanders, other OPNAV (Office of the Chief of Naval Operations) codes and NAVOCEANO (Naval Oceanographic Office) are informed of the nature, duration, and area of research. CNO (N3/N5L) shall be responsible for forwarding objections, approvals, or requests for additional information to the Department of State.

f. Foreign Vessels Requesting Port Calls at Diego Garcia (UK Administered Territory). Third party access to Diego Garcia is not authorized, except under extraordinary circumstances. Prior approval must be gained from the United Kingdom (UK) before any U.S. Navy or State Department clearance can be issued.

4. Definitions. For purposes of this instruction, the following terms are defined as follows:

a. Foreign Naval Vessel. Any ship belonging to the armed forces of a foreign state, bearing the external marks distinguishing warships of its nationality, under the command of an officer duly commissioned by the government of the State and whose name appears in the appropriate service list or its

equivalent, and manned by a crew which is under regular armed forces discipline and engaged solely in government service, not carrying commercial cargo or passengers for hire. In addition, auxiliaries, or ships on a nation's register of ships that are owned by, or under the exclusive control of the armed forces, even if bareboat chartered or chartered for a specific voyage or voyages, are also considered a foreign naval vessel as addressed here.

b. Public Vessel. Any ship owned by a foreign government and operated for non-commercial purposes. Examples include: government-owned research and marine data collection vessels.

c. United States Ports. Any port located within any of the 50 United States, the American Samoas, the Trust Territory of the Pacific Islands (Palau), Guam, Midway Island, Wake Island, The Virgin Islands, Puerto Rico, and any other port under U.S. jurisdiction. U.S. naval facilities physically located within the territory of a third government are also included for purposes of this instruction, unless otherwise indicated.

d. Cargo Ammunition. Ammunition carried on board ship and not intended for use by the ship's weapon systems, or ammunition stored in locations other than approved magazine spaces, launchers, or ready service lockers.

5. Types of Visits. For purposes of this instruction foreign ship visits are categorized as formal (visits of courtesy), informal, or routine (operational).

a. Formal Visits. Formal visits of courtesy are rare and normally made only for special occasions such as national or international celebrations or visits of heads of state. Procedural formalities, in addition to honors and ceremonies, are prescribed by U.S. Navy Regulations.

b. Informal Visits. Informal visits are made primarily in the interest of familiarization, goodwill, and friendly relations. They require no special formalities other than making the official calls prescribed by U.S. Navy Regulations. Informal visits may, and usually do, include the objectives of routine visits. An exchange of social courtesies by the ranking embarked flag officer with local military and civilian officials is customary.

c. Routine (Operational) Visits. Routine visits are those made for logistic support, repairs, liberty and recreation, or in connection with operational tasks. No protocol is required other than that prescribed by local practice.

6. Responsibilities.

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a. State Department. U.S. Law (22 CFR, Sec. 126.6(b)) requires that the Department of State, Bureau of Political-Military Affairs, approve visits to U.S. ports. Timely notification of proposed port visits is required so that the Department of State can exercise its responsibilities. In addition to granting diplomatic approval for visiting ships, the Department of State will coordinate with other U.S. Government agencies, namely the Customs Department and the Immigration and Naturalization Service to ensure appropriate courtesies and waivers for visiting ships are obtained (except in cases cited in Enclosure (2), paragraphs 3, 5, and 6).

To obtain courtesies of the port from the Customs Department, Department of State must ensure customs regulations are met. Namely, Department of State must make assurances that the visiting vessel is (1) owned by and under the management of the foreign state, (2) is manned wholly by members of the uniformed services of the foreign state, and (3) is transporting only property of the foreign state, passengers traveling on official business of the foreign state, or ballast.

Under the Foreign Regulations (22 CFR Ch. I, Sec. 41.3(e)), passport and visa waivers are required for members of the armed forces of a foreign state who visit the United States. Department of State will coordinate with the Immigration and Naturalization Service in obtaining passport and visa waivers for the crew of visiting warships.

Within the Department of State, the Naval Advisor, (Code PM/ISO) is responsible for granting diplomatic clearances and coordinating with other government agencies during foreign warship visits. The Naval Advisor should always be included on message traffic pertaining to foreign ship visits (SECSTATE WASHINGTON DC//PM-ISO//) and can be reached at (202) 647-4059 or Fax (202) 647-4055. In emergency, after-hours situations, the Naval Advisor can be reached through the State Department Operations Center at (202) 647-1512.

b. Chief of Naval Operations. CNO (N2L) will coordinate with the Department of State for all port visits. CNO (N2L) will additionally approve all port visits to the U.S. or U.S. territories, unless that authority is specifically delegated to the Fleet Commanders or Area Coordinators as in paragraph 3a, paragraph 9 or enclosure (2). CNO (N2L) will ensure that the Department of State has all information necessary to grant diplomatic clearances.

c. Fleet Commanders'. Coordinate with CNO (N2L), and Department of State for all visits in their area of responsibility. Additionally Commander Pacific Fleet will

approve port visits by Australian ships to U.S. possessions and bases in the Pacific Ocean outside of the Continental United States or Alaska. Fleet Commanders' will also arrange port visits for foreign naval vessels under their operational control.

d. Area Coordinators. Coordinate with CNO (N2L), Fleet Commander, and Department of State to approve port visits by ships of the countries listed in enclosure (2). Port visit coordination may be by message, telephone or facsimile.

7. Procedures for Foreign Naval Vessels. Foreign governments shall utilize the following procedures to obtain clearance for their naval vessels to enter U.S. ports. Nothing in this instruction is intended to interfere with the right of innocent passage through territorial waters.

a. Standard Clearance. Standard clearance procedures are delineated in enclosure (1).

b. Special Agreements and Treaties. Countries with special agreements or treaties with the U.S. which are applicable to ship visits shall follow the procedures contained in enclosure (2). These countries are:

Australia
Belgium
Canada
Czech Republic
Denmark
France
Germany
Greece
Hungary
Iceland
Italy
Luxembourg
Netherlands
Norway
Poland
Portugal
Spain
Turkey
United Kingdom

Note: NATO countries are not entitled to abbreviated clearance procedures until ratification of STANAG 1100 by their respective governments.

c. Emergency Clearance. Base commanders and fleet commanders are authorized to grant emergency clearances in the event of engine trouble, medical emergency, or force majeure.

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CNO (N2L), Department of State (PM/ISO) and other pertinent echelon commanders shall be notified immediately when such clearances are granted.

d. Nuclear Powered Vessels. Request for visits to U.S. ports by foreign nuclear powered vessels are processed by the CNO on a case-by-case basis. Requests for these visits shall be submitted to CNO (N2L/N311) by the naval attaché of the country concerned in accordance with the standard clearance procedures described in enclosure (1).

e. Port Entry or Visit Extension Without Clearance. Foreign naval vessels arriving at U.S. ports without having received prior clearance, or remaining in a U.S. port more than 24 hours beyond the expiration of an authorized visit clearance, where no emergency condition exists may be denied berthing and/or services. Local commanders may grant temporary visit entry or extension to ports under their control, however, local commanders must notify CNO (N2L) via priority message of their actions in all such cases. CNO (N2L) shall then grant official clearances or issue modifying instructions as necessary. Foreign nuclear powered vessels shall not be admitted to U.S. ports without official CNO clearance.

f. Explosive/Ordnance Transfers. Except as part of an approved Foreign Military Sales/Transfer agreement, no loading or unloading of explosives or ordnance larger than 09mm (.45 caliber) should be planned. Request to load and unload explosives/ordnance not allowed by the U.S. Navy require the expressed consent of the Under Secretary of Defense for Acquisition and Technology in accordance with Title 10 of the United States Code (Section 2692). Therefore, to provide adequate time to process such requests through the Chief of Naval Operations (N41), all requests shall be submitted at least 90 days prior to the scheduled date of the loading or unloading of any explosives/ordnance.

g. Embarked Aircraft. Authorization for flights of shipboard aircraft over U.S. waters and/or landings ashore at civilian airfields must be requested through the State Department (PM/ISO). Landings at military facilities require specific NALAN/ALAN clearance from CNO (N2L)/Secretary of the Air Force (AIDI) in accordance with OPNAVINST 3700.19C (NOTAL).

h. Vessels Under Sail Power. Ship visits approved by CNO (N2L) for vessels under sail power may be altered by a maximum of 72 hours without modified clearance in consideration of varying weather conditions.

8. Procedures for Foreign Public Vessels. Requests for diplomatic clearance and entry into U.S. Navy ports shall be addressed to the Department of State in the form of a *note verbale* and shall include the information listed in enclosure (1) in the format of enclosure (4). Once requesting entity is notified of the request approval by the Department of State, requesting entity may notify commanders and area coordinators. CNO (N3/N5L) shall notify the Department of State of any objections or conditions. The Department of State shall notify the requesting entity of approval or disapproval.

9. Combined Exercises. Foreign naval vessels, that are not nuclear powered, visiting U.S. ports while participating in combined exercises under operational control of a U.S. commander are not required to submit clearance requests to CNO (N2L). If, however, a vessel desires entrance to a U.S. port before the U.S. commander assumes operational control of the unit, clearance is required in accordance with the procedures contained in enclosure (1) or (2). With the exception of countries party to the special agreements outlined in enclosure (2), U.S. State Department clearance is required for all ships entering U.S. ports.

10. Standing Naval Forces Atlantic (STANAVFORLANT). Foreign naval vessels operating as units of STANAVFORLANT are not required to obtain U.S. Navy or State Department clearance to visit U.S. ports. Port visits for these vessels are arranged by the Supreme Allied Commander Atlantic in accordance with the provisions of North Atlantic Organization (NATO) Military Council Memorandum 104-69 (NOTAL).

R. B. PORTERFIELD
Director of Naval Intelligence

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Commander
Naval Supply Systems Command
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Commander
Military Sealift Command
914 Charles Morris Court SE
Washington Navy Yard, DC 20398-5540

Commanding Officer
Naval Ordnance Safety and Security Activity
Farragut Hall, Bldg D-323
23 Strauss Avenue
Indian Head, MD 20640-5555

Commander First Coast Guard District
Captain John Foster Williams Building
408 Atlantic Avenue
Boston, MA 02110-3350

Commander Fifth Coast Guard District
Federal Building
431 Crawford Street
Portsmouth, VA 23704-5004

Commander Seventh Coast Guard District

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Brickell Plaza Federal Building
909 SE First Avenue
Miami, FL 33131-3050

Commander Eighth Coast Guard District
Hale Boggs Federal Building
500 Camp Street
New Orleans, LA 70130-3396

Commander Ninth Coast Guard District
1240 East 9th Street
Cleveland, OH 44199-2060

Commander Eleventh Coast Guard District
U.S. Coast Guard Pacific Area
Coast Guard Island, building 51-5
Alameda, CA 94501-5100

Commander Thirteenth Coast Guard District
Jackson Federal Building
915 Second Avenue
Seattle, WA 98174-1067

Commander Fourteenth Coast Guard District
Prince Kalaniana'ole Federal Building
300 Ala Moana Boulevard, 9th Floor
Honolulu, HI 96850-4982

Commander Seventeenth Coast Guard District
P.O. Box 25517
Juneau, AK 99802-5517

Maintenance & Logistics Command Atlantic, USCG
Suite 800
300 East Main Street
Copy to (continued):
Norfolk, VA 23510-9104

Maintenance & Logistics Command Pacific, USCG
c/o 11th CG District
Coast Guard Island, building 51-5
Alameda, CA 94501-5100

**STANDARD CLEARANCE PROCEDURES
FOR VISITS OF FOREIGN NAVAL VESSELS
TO UNITED STATES PORTS**

1. Procedure. In the absence of an applicable treaty or special agreement cited under enclosure (2), standard foreign ship visit clearance procedures require two separate requests from the visiting ship's embassy. The first must be submitted to the Department of State, Office of International Security Operations (PM/ISO), in order to secure authorization to enter U.S. territorial waters (and facilitate customs and immigration courtesies of port). The second is submitted to the Department of the Navy to obtain clearance for a foreign warship to visit a particular U.S. port. These requests are submitted in the following manner:

a. Diplomatic Procedures. The embassy concerned must submit a *Note Verbale* to the Department of State, Office of International Security Operations. This note should include the following information as appropriate (sample format in enclosure (4)):

- (1) Name(s) and type(s) of vessel(s)
- (2) Name of port(s) to be visited
- (3) Type of visit (formal, informal or routine)
- (4) Date of arrival and departure at each port
- (5) Name and rank of commanding officer
- (6) Number of officers and enlisted personnel aboard
- (7) Civilians/passengers embarked
- (8) Name of any civilian or military officer embarked who is of higher rank than the commanding officer
- (9) Names and nationalities of embarked foreign nationals if they are of a different nationality than the visiting vessel's nation
- (10) Whether or not ship-based aircraft will be embarked
- (11) Ship's data: length, draft, beam, cargo, and other pertinent data

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(12) Cargo/supplies to be loaded/off-loaded (including explosives/ordnance)

(13) Communication frequencies desired for transmission while in territorial waters and while in port and maximum power output (in watts) of navigation radars and communication systems aboard

b. U.S. Navy Procedures. A copy of the *Note Verbale* should be submitted at least 30 days in advance of the proposed visit by the naval attaché of the country concerned to the Chief of Naval Operations (CNO) (N2L).

2. Clearance. Upon receipt of the naval attaché's facsimile or letter, CNO (N2L) shall coordinate with the Department of State and process the visit request a minimum of 30 days prior to the first scheduled port call. Appropriate fleet commanders and area coordinators (enclosure (3)) shall be notified via message by CNO (N2L) that the proposed visit has been approved. The Department of State and all other interested commands shall be included as information addressees on the clearance message. The CNO (N2L) clearance message grants clearance contingent upon the approval of the cognizant fleet commander. This allows fleet commanders to revoke individual visit clearances on the basis of temporarily limited logistical resources or similar operational constraints.

3. Third Country Clearance. For visits of foreign naval vessels to United States' naval facilities located within the territory of a third country, including visits covered under the treaties and special agreements of enclosure (2), port clearance granted by the United States does not constitute port clearance by the third country government. It is the responsibility of the visiting naval vessel's government to obtain any diplomatic clearance which may be required by the third country government. Verification that the third country clearance has been granted may be confirmed by the appropriate in-country United States Defense Attaché Office (USDAO).

Enclosure (1)

**CLEARANCE PROCEDURES FOR VISITS TO UNITED STATES
PORTS BY FOREIGN NAVAL VESSELS FROM COUNTRIES WITH APPLICABLE
TREATIES OR SPECIAL AGREEMENTS WITH THE UNITED STATES**

1. Formal Visits. All requests for formal visits shall be submitted and processed in accordance with the procedures set forth in enclosure (1) regardless of standing treaties or special agreements with the United States for naval vessel port visits.

2. NATO Countries. Under the provisions of STANAG 1100 (Standardization of Procedures for visits to NATO and non-NATO ports by NATO Naval Forces (NOTAL)), requests for informal and routine visits to ports in the continental United States, Alaska, and Hawaii by naval vessels from NATO countries which have ratified the agreement should be submitted to the Chief of Naval Operations (CNO) (N2L) by the naval attaché of the country concerned. NATO countries which have ratified STANAG 1100 are:

Belgium	(*) Denotes countries with additional
Canada*	treaties/special agreements relevant to
Denmark	ship visits as outlined below
France	
Germany	
Greece	
Italy	
Netherlands	
Norway	
Portugal	
Spain*	
Turkey	
United Kingdom*	
United States	

Ship visits by vessels from these countries are processed on a navy-to-navy basis; it is therefore not necessary for the embassy concerned to submit a *Note Verbale* to the U.S. Department of State. The format and information contained in the request submitted to CNO (N2L) however is nearly identical to that of the *Note Verbale*. A sample format is included in enclosure (5), and a copy of the notification/request must be sent to the U.S. State Department Office of International Security Operations (PM/ISO) to ensure the appropriate courtesies of port are extended by the U.S. Customs Agency and Department of Immigration and Naturalization.

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Note: Requests for visits to U.S. controlled ports outside the continental United States, Alaska and Hawaii however, must be submitted in accordance with the procedures set forth in enclosure (1) unless otherwise specified in this enclosure.

3. Canada**. By agreement between the governments of Canada and the United States, the procedure termed "Notification of Visit" was established in March 1952 by the Permanent Joint Board on Defense. Notification for visits to the United States ports by Canadian naval vessels must contain the information listed in paragraph 1(a) of enclosure (1) and should be submitted at least 96 hours in advance directly to the area coordinator of the port(s) visited per enclosure (3). Area coordinators should contact Customs, Immigration, and Department of Agriculture officials to arrange for courtesies of port.

4. Spain. By special agreement between the governments of Spain and the United States, the Spanish Naval Attaché shall notify CNO (N2L) not less than 5 days in advance for visits to United States ports by Spanish naval vessels. The notification should contain the information listed in paragraph 1(a) of enclosure (1).

5. United Kingdom**. In addition to clearance procedures under the STANAG 1100 agreement, and by virtue of long-standing operating agreements, the British Naval Staff, Washington, D.C. acting on behalf of the Royal Navy is authorized to submit visit clearance requests directly to area coordinators listed under enclosure (3) for the port visits desired. Area coordinators should contact Customs, Immigration, and Department of Agriculture officials to arrange for courtesies of port.

6. Australia**. Visits to U.S. possessions and bases are processed by the area coordinators overseeing the ports therein. All clearance requests shall be submitted directly to area coordinators listed in enclosure (3) for the port visits desired. Area coordinators should contact Customs, Immigration, and Department of Agriculture officials to arrange for courtesies of port.

**The Chief of Naval Operations (N2L), Department of State (PM/ISO) and appropriate fleet commander/s (Commander Atlantic Fleet (COMLANTFLT) Norfolk, VA and/or Commander Pacific Fleet (COMPACFLT) Pearl Harbor, HI), must be included as information addressees on all correspondence pertaining to visits processed under these special procedures.

Enclosure (2)

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FOREIGN SHIP VISIT AREA COORDINATORS
(From CINCLANTFLTINST 5400.2M and CINCPACFLTINST 5400.12P)

Commander, Navy Region Northeast, Groton, CT; (COMNAVREG NE SEAPORT OPS)

(All East coast ports from Maine south to Delaware, inland on the Great Lakes and the Mississippi River north of Arkansas)

Commandant, Naval District Washington (CNDW); Washington, D.C.

(All ports within Washington D.C. and the state of Maryland, and Alexandria, VA)

Commander, Navy Region Mid Atlantic, Norfolk, VA; (COMNAVREG MIDLANT NORFOLK VA)

(All ports within the state of Virginia, except Alexandria)

Commander, Navy Region Southeast, Jacksonville, FL; (COMNAVREG SE JACKSONVILLE FL)

(All ports within the states of North Carolina, South Carolina, Georgia, Florida, Alabama and Mississippi)

Commander, Naval Reserve, New Orleans, LA; (COMNAVRESFOR NEW ORLEANS LA)

(All ports within the states of Louisiana, Texas and north on the Mississippi River to the northern Arkansas border)

Commander, U.S. Naval Forces Southern Command (COMUSNAVSO)

(All ports in the Caribbean including: Puerto Rico, U.S. Virgin Islands, Guantanamo Cuba)

Commander, Navy Region Southwest, San Diego, CA; (COMNAVREG SW SAN DIEGO CA)

(All ports within the state of California)

Commander, Navy Region Northwest; (COMNAVREG NW SEATTLE WA)

(All ports within the states of Washington, Oregon and Alaska)

Commander, Navy Region Hawaii, Pearl Harbor, HI; (COMNAVREG PEARL HARBOR HI)

(All ports within the state of Hawaii, Midway Island, Kure Island, and Pacific islands of Wake, Johnston, Palmyra and Kingman Reef)

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Commander Naval Forces Marianas, GU; (COMNAVMARIANAS GU)
(All ports within Guam, Commonwealth of North Marianas
Islands, Federated States of Micronesia, and Republic of Palau)

Commander, Kwajalein Missile Range, Republic of the Marshall
Islands (RMI); CDRUSAKA KWAJALEIN MH
(Ports within the Republic of the Marshall Islands)

Coast Guard MS Detachment, Pago Pago; COGARD MSD PAGO PAGO AS
(All ports within the American Samoas)

Enclosure (3)

Department of State Note Verbale Template

No. _____

The Embassy of _____ presents its compliments to the Department of State and has the honor to request diplomatic clearance for the naval vessel(s) _____ (Name, Type, and Hull Number) to make a _____ (Formal, Informal, Routine) visit to the port(s) of _____ from _____ to _____. (Ensure the arrival and departure dates for each port are listed, and indicate whether operating with U.S. forces or independently at sea.)

The _____ is commanded by _____ (Name and Rank of Commanding Officer) and has a complement of _____ (Total number of personnel embarked; officers, enlisted, civilians, and troops. Ensure to include the name and position/rank of any distinguished visitor(s).)

NOTE: Ensure all pertinent information is included such as ship's data, overflight clearance request for ship-based aircraft that will be embarked, the off-load and/or on-load of cargo, and communication frequencies.

The Embassy of _____ avails itself of this opportunity to renew to the Department of State the assurances of its highest considerations.

(Signature of Defense, Naval, or Military Attaché with Embassy Seal)

All ship clearance correspondence should be directed to:

**Naval Advisor (PM/ISO)
Department of State
Room 2422
2201 C Street, NW
Washington, DC 20520
Phone: (202) 647-4059
Fax: (202) 647-4055**

Enclosure (4)

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NAVAL SHIP VISIT CLEARANCE REQUEST FORMAT

Date: _____

To: Navy Foreign Liaison Office
Chief of Naval Operations (N2L)
2000 Navy Pentagon, Room 1D473
Washington, DC 20350-2000
Fax (703) 695-1586

Subj: NAVAL SHIP VISIT CLEARANCE REQUEST

1. The Government of _____ requests
port visit clearance for the following naval ship(s):

a. Name(s):

b. Type and hull number:

c. Type of visit: (Formal, informal or routine
operational) and whether operating with U.S. Forces or
independently when at sea (i.e., conducting exercises or
battle group operations). Specify name of exercise if it
is under control of a U.S. Commander.

2. The itinerary for these ship(s) is:

<u>Port</u>	<u>Arrival Date</u>	<u>Departure Date</u>
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3. For each port specify use of U.S. Navy or commercial
facilities.

4. Name and rank of Commanding Officer:

5. Number of personnel embarked:

a. Officers:

b. Enlisted:

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c. Civilian and non-citizen personnel (specify countries):

d. Troops or Marines:

6. Name and position/rank of any distinguished visitors/passengers:

a. Distinguished visitors (identify by name, rank and position)

b. Passengers (provide total number of passengers, if any; identify if any passengers are non-military):

7. Desired communication frequencies to be used in port or while transiting in harbors (30 calendar days notice is requested):

- a. Specific frequencies:
- b. Mode of transportation:
- c. Power output:
- d. Bandwidth:
- e. Ship's callsign:

8. Any other pertinent information: (Note: If the ship's displacement, draft and other dimensions do not appear accurately in the current edition of Jane's Fighting Ships, then they should be listed in this paragraph.) (Specify if an ammunition transfer has been requested via separate correspondence through appropriate channels, if applicable).

9. My Navy understands that logistics requirement (LOGREQ) information should be submitted by the visiting ship(s) to the hosting U.S. Navy command not later than 15 working days prior to the visit.

10. A Note Verbale is being submitted separately to obtain diplomatic clearance from the U.S. Department of State.

11. We understand that we may communicate directly with the local U.S. Navy/Coast Guard area commander(s) after

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receipt of the ship visit authorization number from your office, and that this authorization number must be cited in all messages or communication concerning this visit.

Signature
Name, Title, Embassy

Enclosure (5)